

State of Alaska Division of Motor Vehicles Standard Operating Procedures	SOP No. R-195	Page No. 1 of 1
	Effective April 5, 2006	
Subject:	Supersedes R-195	Dated 1/1/97
CORRECTING REGISTRATIONS	Approved	
Statute:	Regulation:	Form No. 812, 821

Incorrect registrations resulting from errors on the part of DMV personnel are corrected at no charge.

A fee of \$2.00 is charged to correct an incorrect registration resulting from an error on the part of the applicant. If the error is corrected at the time of registration renewal there is no additional charge to the renewal fees.

Corrections to registrations may result in an increase or decrease in the registration and/or MVRT. These additional fees should be collected at the time the correction is made. A decrease in fees may result in a refund to the customer.

A corrected registration is required when any of the following data on the certificate of vehicle registration is in error:

1. Commercial/non-commercial use designation
2. Color
3. Unladen weight
4. Emission test requirement

NOTE: All other incorrect data requires a corrected title. (T-100)

Most corrections to a certificate of title and/or registration require the completion of an "Application for Title and Registration" (Form 812). An address change may be accomplished with new address handwritten and initialed by the applicant on a print-out of the vehicle record or on an old registration certificate.

CORRECTIONS MADE AT THE TIME OF INITIAL REGISTRATION RENEWAL

- Go to the **DMV MAIN MENU** and do a Function 9 (**BATCH FEE REPORT**) to determine fee codes and amount.
- Back out the fees on a Function 3 (**MISCELLANEOUS FEES**) using the correct fee codes. (Override with a 9) Print the miscellaneous fees screen before pressing ENTER.
- Go to the **VEHICLE MENU** and issue a duplicate registration using Function 5 (**DUP REG**). Make the necessary correction(s) and force in the correct fees. (Override 5)
- Print a new registration.
- Write the tab number on the new registration.
- Void the incorrect registration and record the VOID on your batch forms report.

Cross Reference:

T-002 Application Processing

T-100 Title Corrections, Additions, and Deletions